Utah Job Match

Applying for State Jobs
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Q: Where do I find job openings with the State of Utah?

A: State job openings are listed at https://statejobs.utah.gov   Click on the "View All Open Jobs" button to see available job openings.

Q: How do I apply for available jobs with the State of Utah?

A:
1. Go to https://statejobs.utah.gov
2. Log in by clicking on the "Create Account or Login" button.
3. Once you are logged into your account, click on "Open Jobs"
4. Choose a sort option from the drop down menu and select the "Go" button.
    - You may view open jobs by: Title, Agency, or Category and by Full Time, Part Time, Seasonal or All (Full Time, Part Time, and Seasonal).
    - If you view jobs by "Title", you can sort the list by Req #, Title, Location, Salary, or Closing Date.
    - If you want to see job openings for a specific agency or see job listings by category, choose the "Agency" or "Category" option.

5. Once you find a job you are interested in, click on the Req # or Title to view the job announcement.
6. Click on the "Preview Job Application" button to preview the job application.
7. If you are interested in applying for the job, click on "Apply" on the upper right of the job announcement to initiate the application process.

Q: Do I need to be logged in to see open jobs?

A: You can see all public job openings without being logged in; however, you must log into your account in order to apply. If you are a current state employee, you must login in order to see internal state job openings.

Q: What time do jobs close?

A: Jobs are kept open for a minimum of 5 business days and close at midnight of the closing date.

Q: What does "career service" mean?

A: An employee who has successfully completed the probationary period in a career service (Schedule B) position obtains "career service" status.

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Q: How do I get a Login ID and Password?

A:

1. Go to https://statejobs.utah.gov
2. Click on the "Create Account or Login" button
3. Select "Create/Reset Account" and enter your personal information in the appropriate fields. Enter your name as it appears on your Social Security Card.
4. Click the "Create/Reset Account" button when finished
5. Enter a desired Login ID. Login must be at least 8 characters with 2 digits and 2 alpha characters.
6. Enter a desired password. Password must be a minimum of 6 characters.
7. Re-enter password
8. Click on the "Create Login" button
9. You are now at the My Profile screen.
   - You must complete all required fields on this screen.
   - When done read the Terms and Conditions, check the box "I have read and understand these conditions" and click the "Save Changes" button at the bottom of the screen.
   - Your account has been created.
   - You must use the Login ID and Password you created to login to the system to apply for state jobs.

Q: What if I have forgotten my Login ID and/or Password?

A:

1. Go to https://statejobs.utah.gov
2. Click on the "Create Account or Login" button
3. Select "Create/Reset Account" and enter your personal information exactly how you entered it the first time.
4. Click the "Create/Reset Account" button when finished
5. You will get the prompt: "An account already exists in the system with the information you entered.
   - If this is your account, you may reset your password and login. You will be given the information from your account and asked to verify it. If you select yes, you will get a box that gives you your login ID and asks if that is correct. If it is you can reset your password.
   - If you select "no", you will be directed as follows: Please contact the Utah Department of Human Resource Management (801) 538-3025.
   - If you cannot remember how you entered your personal information when you originally set up your account, contact the Department of Human Resource Management (801) 538-3025.   Please do not create a new account.

Q: I have already created an account to apply for state jobs. Do I need to create another account for the new enhanced Utah Job Match system?

A: No, your current Login ID and password will remain in effect as will your prior application history.

Q: What if my last name changes?

A: To change your last name, log into your account and select "My Profile". There will be a link next to your name that says "Change Last Name". Click on this link to change your last name.

Q: How does the application process work?

A:
- You can view and apply for state jobs 24 hours/day, 7 days/week.
- Employment opportunities are posted throughout the week and are open for a minimum of five business days.
- All jobs close at midnight on the closing date listed on the job announcement.
- You must login to apply for a job and complete the online application.
- You may edit your application until the closing date of the announcement. See How do I edit my application?
- After the job closes, the recruiter will review applications and prepare a list of those determined to be "best qualified". This list is sent to the hiring official who will contact these candidates for an interview.

Q: Do I need to apply to all jobs in which I am interested even if the job title is the same?

A: Yes, each recruitment is independent and each application stands alone.

Q: If I don't have a computer or internet, must I still apply online or can I apply through another method?

A: Yes, you must apply online at https://statejobs.utah.gov You can go to any Department of Workforce Services office, during normal business hours, for assistance with your application. In addition, many local public libraries have computers available for their patrons to use.

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Q: Will an automatic response be sent when I have applied for a job?

A: No notification will be sent. When you have saved your application, you will receive a message "Your application has been submitted." OR if a resume was requested, you will receive a message "Your application and resume have been submitted." You will also be able to see the status of your application on the "My Applications" screen.

Q: How can I tell the status of my application?

A: You may find out the status of your application by logging into your account and selecting "My Applications". This screen will keep a history of all your applications. The status field will show the application process as follows:

Open:	Job is open for receipt of applications.
Reviewing:	Job has closed and the applicant screening, interviewing, and selection process has begun.
Filled:	Job has been filled.
Canceled:	The agency has decided not to fill the job at this time.

Normally, only those candidates selected for an interview will be contacted.

Q: How do I add my resume to my application?

A: Your application will be rated according to your responses to the questions on the job application. The recruiter may ask for a resume. If this is the case, once you save your application you will be taken to the system's Resume Assistant where you must create your online resume. The Resume Assistant provides a standard format for submission of resumes.

Q: How do I add transcripts, letters of recommendation, certifications, or other documentation (i.e., DD-214) to my application?

A: The online application system will not accept documentation other than answers to the job application questions and resumes information. Documents should not be mailed, faxed or emailed to the recruiter unless specifically required by instructions on the job application. If selected for an interview, you may be requested to bring transcripts, letters of recommendation, certification, or other documentation at that time.

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Q: How do I edit my application?

A: You may finish an application or edit an application prior to midnight of the closing date listed on the Job Announcement.

1. Go to https://statejobs.utah.gov
2. Log in by clicking on the "Create Account or Login" button
3. Go to the "My Applications", click on "Edit" listed in the Application column.
4. Select "Edit Application" to make changes to your application. Be sure to click on the "Save Application" button at the bottom of the application.
5. If a resume was requested, click on "Resume" to make changes to your resume.

Q: It seems redundant that I must click on "My Profile Is Correct" every time I apply for a job. Is there a way to by-pass this screen?

A: No. In order for you to be contacted for a possible employment opportunity, your contact information must be accurate. This is an easy way for you to review and assure the accuracy of your contact information when you apply for a state job.

Q: Will the jobs I have applied for on the previous Utah Job Match system transfer to "My Applications" in the enhanced system or will they be lost?

A: Yes, your applicant history will contain all past as well as future jobs for which you have applied. In addition, the enhanced Utah Job Match system has the added feature of allowing you access to the job announcements as well as applications on the "My Applications" history screen.

Q: How long will I be able to view my application history?

A: At this time there are no plans to delete or limit this history.

Q: Will I be able to view the job announcement and my application after the job has closed?

A: Yes, you can do this from the "My Applications" screen. You can also print the Job Announcement and/or your application at any time from this screen.

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Q: Will I be able to retract my application once I have applied and saved it?

A: Yes, you can remove your application during the "open" period

1. Go to https://statejobs.utah.gov
2. Log in by clicking on the "Create Account or Login" button
3. Go to the "My Applications", click on "Edit" listed in the Application column
4. Select "Edit Application" to open the application
5. Select "Remove Application" to delete your application
6. You may also withdraw after the closing date by calling or sending an e-mail to the recruiter listed on the job announcement.

Q: What if I need assistance with the application process?

A: If you need assistance with your application or have any other questions, you should contact the recruiter listed on the Job Announcement. General assistance can be received from the Department of Workforce Services or any state Human Resource office. You may contact the Department of Human Resource Management at (801)538-3025 or TTY (801)538-3596. However, only the recruiter listed on the job announcement will have specific details about the job.

Q: Does the state of Utah give preference to veterans in the recruitment process?

A: Yes, In accordance with the Utah State Code 71-10 as well as the Department of Human Resource Management rules, the State of Utah provides veteran's preference to applicants who are eligible for the preference and qualified for the position. Veteran's preference is given at the initial interview or exam stage of the recruitment process. Veteran's preference is limited to the initial hire or re-hire into the executive branch of Utah state government. It does not apply to promotions or transfers within the executive branch of Utah State government.

Q: How do I claim veteran's preference?

A: To claim veteran's preference, you must accurately complete the veteran's information on the My Profile screen when logged into your account. Upon request, persons claiming veteran's or disabled veteran's preference must submit a photocopy of their honorable discharge (such as a DD-214) showing the dates of service. Upon request, veteran's claiming disability must also submit a letter of verification from the Veteran's Administration dated within the last 90 days.

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Q: Who is eligible for veteran's preference?

A: Veterans preference is determined by active military service for more than 180 consecutive days, or a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized. Disabled veteran's preference is determined by active military service with any percentage of disability incurred in the line of duty, or receipt of a purple heart, whether or not the person completed more than 180 days of active duty. A retired member of the armed forces who retired below the rank of major or its equivalent is eligible for veteran's preference. In addition, an un-remarried widow or widower of any veteran or disabled veteran is also eligible for veteran's preference if he or she meets the criteria listed above.

Q: As a current state employee, where can I find my Employee Identification Number (EIN)?

A: Your EIN number can be found on your Bi-Weekly Time Sheet (or) on your State payroll check stub.

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